

PLANNER II

POSITION SUMMARY: This is a professional, technical, and specialized position interpreting plans, including the City Master Plan, and working in areas related to planning, zoning, and community and economic development. This position has a variety of responsibilities including delivering presentations at meetings involving planning and zoning; site plan review; assisting in the execution of community and economic development projects; researching, analyzing, and preparing reports; assisting the public with inquiries related to all aspects of development. This position participates in the day-to-day operation of the department and requires a high-level understanding of policies, processes, and technical systems. The Planner II ensures work is completed in accordance with laws, ordinances, policies, and procedures. This position may serve as a mentor, trainer, and lead person.

SUPERVISION RECEIVED: Work is performed under the supervision of the director of planning and economic development or their designee.

SUPERVISION EXERCISED: Supervision may be exercised over subordinate departmental personnel, including day-to-day training and mentoring of support staff.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with the director of planning and economic development and other City staff in preparing accurate and timely reports, displays, resolutions, and ordinances. Present and make recommendations to the City Planning Commission and other boards, commissions, and committees as necessary.
2. Assist and advise the director in developing plans and goals related to planning, economic development, and urban redevelopment in accordance with community needs, demographic trends, and City vision.
3. Develop and lead programs to assist the City in maintaining its Redevelopment Ready Community certification.
4. May serve as lead person on projects and committees and may serve as a liaison and/or secretary to committees, boards, and commissions. Attend Board of Appeals, Planning Commission, Downtown Development Authority, and other meetings as necessary. Represent the department to other City departments and outside organizations.
5. Assist in responding to architects, builders, attorneys, contractors, engineers, and the public regarding basic city land use guidelines, development processes, zoning regulations, and other planning and economic development policies and standards.
6. Analyze requests for rezoning, review site plan approvals, special use approvals, subdivisions, and other private development proposals to ensure compliance with City specifications, codes, and conformity with established practices and standards.
7. Assist and advise property owners, contractors, and the public in completing applications; issue approvals within authorized limits. Inform of practices and ordinances. Identify zoning ordinance violations and cite remediation needed to resolve violations.

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8. Coordinate investigations and recommend actions to resolve zoning code concerns, requests for interpretations, and appeals. Research and investigate inquiries and/or complaints made by residents, property owners, businesses, or other personnel; refer to appropriate departments as necessary. Prepare and maintain reports and records of inspections, complaints, and investigations.
9. Confer with the director, staff, and other officials in exchanging information on city planning, zoning, subdivision control, economic development, and related activities.
10. Compile and analyze data on current conditions and trends in areas such as land use, population, housing, job studies, and market trends. Recommend solutions to identified and/or evolving community needs. Collect and organize data associated with other community planning and economic development programs.
11. Lead and facilitate public outreach and participation including workshops, meetings, and other special events as required. Prepare graphic displays relevant to planning projects.
12. Perform data analysis, GIS analysis, and map-making to assess market conditions and trends; collect and organize data associated with community planning and development.
13. Use economic development databases and indicators; draft programs and make recommendations related to economic development projects.
14. Use GIS systems, computers, and associated databases and technical software to research, complete, and document various tasks.
15. Provide high quality customer service, courteously respond to routine and non-routine inquiries, and provide information in an efficient and timely manner. Follow up within the scope of authority, make recommendations, and/or refer to a supervisor or department head as necessary.
16. Ensure completion of general and complex office support specific to the department. Take minutes, prepare letters, process payroll, receive and record cash payments. Participate in preparing material for publication.
17. Keep abreast of new developments, current issues, and strategies through continued education and professional growth. Attend training conferences and participate in other opportunities to stay current in the field. Regularly recommend process and program improvement.
18. Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in city and regional planning, urban planning, public administration, or related field. An equivalent combination of education, training, and experience may substitute for the degree requirement. A master's degree in planning or related field is desirable.
- B. Minimum of three years progressively responsible work related to city planning, economic

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development, and/or community development.

- C. Obtain and maintain any certifications or licenses required of the position.
- D. Knowledge of modern principles, practices, tools, methods, and techniques of local government administration including the principles and practices of city planning, community development, and zoning.
- E. Able to understand and interpret zoning standards, ordinances, legislation, regulations, and processes. Able to read and interpret site plans.
- F. Able to gather and analyze quantitative and qualitative data and possess an understanding of mapping and design.
- G. Familiarity with and ability to use economic development databases and indicators to make recommendations related to economic development projects.
- H. Able to communicate effectively verbally and in writing for varied audiences. Able to prepare and maintain accurate and timely reports, charts, statistical analyses, memoranda, letters, and responses to requests for information.
- I. Proficient in Adobe Creative Suite for graphic design, document layout, and diagram development, and other software related to areas of responsibility. Proficient in the use of common office equipment. Ability to learn other software and equipment as necessary.
- J. Proficient in software applications used in the collection, graphic presentation, and analysis of data-related short- and long-term planning and other areas of responsibility, including Geographic Information Systems (GIS) and Sketch-up.
- K. Knowledge of supervisory techniques and employee policies and procedures.
- L. Able to work well with a team; develop, improve, and follow established procedures; and carry out routine and complex duties with minimal supervision. Possess self-supervising attributes and a positive, congenial attitude.
- M. Demonstrate the ability to think strategically, learn about diverse City operations and processes, and maintain favorable public relations. Able to understand the larger perspective and goals of the organization and department.
- N. Possess excellent organizational skills and ability to problem solve. Detail oriented; possess skill in organizing schedules and coordinating associated resources. Able to identify and follow through with process improvements.
- O. Able to work effectively within deadlines, under stress, and with changing work priorities.
- P. Able to establish effective and cooperative working relationships and use tact, good judgment, and resourcefulness when working with supervisors, staff, governmental agencies, contractors, vendors, and the public.
- Q. Able to travel to various locations to attend training conferences and participate in other opportunities to stay current in the field.

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R. Possess a valid Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is regularly required to communicate with others and view and produce written documents. While performing the duties of this job, the employee frequently is required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee must frequently lift and/or move items of light weight. Bending, twisting, and stooping are also frequent requirements of the position

While performing the duties of this job, the employee regularly works in a business office setting. The employee may occasionally work in environments that include traversing uneven terrain and in all types of weather conditions. The employee may be required to drive in inclement weather. The employee is expected to work under deadlines with the potential for constant interruption and change.

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